

# Working at University of Twente



## HR services

Our HR services staff is here for you if you have a question about administrative matters such as:

- Your hours, declaration, or payments
- Your employment contract
- Completing your file
- The ID Check

Meet Bas and Jolijn in [this video](#)



**Bas Hoogland & Jolijn Verhees**

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We can be reached by phone on weekdays between 08:30 and 5:30 p.m. or by e-mail.



## Checklist

To get started, we need the following from you:

- Aanvullen persoonsgegevens (complete personal data)
- ID check
- Arbeidsverleden (employment history)
- Ondertekende arbeidsovereenkomst (signed employment contract)



## House rules

Depending on the location where you will be working, [house and safety rules](#) will apply.

## Contract

- You receive the contract digitally;
- You sign the contract digitally;
- Indicate wage tax credit\* due to multiple employers.

\*The payroll tax credit may only be applied to one employer at a time. If you have any other income you can adjust this each week by Monday.

Changes in applying the payroll tax credit can be made in Mijn Driessen -> Mijn Profiel (My Profile) -> Loonheffingskorting (Payroll Tax Credit).

## Work permit (tewerkstellingsvergunning, TWV)

If you work on the basis of a Work Permit, as an employer we will apply for a new Work Permit at the UWV. If you also work as a student assistant, you will have to choose between working as a student on-call worker or as a student assistant\*.

\*The UWV issues the work permit to only one employer, which means you cannot work for two different employers.

## Declaration

**Declaration of hours in Mijn Driessen**  
You can declare your hours in [Mijn Driessen](#).

This [instructional video](#) shows you how to declare your hours and expenses.

## Mijn Driessen

You can find and arrange everything around your employment on your personal [Mijn Driessen](#) page or via the Mijn Driessen app:

- Declareren (Declaration)
- Meest gestelde vragen (Frequently Asked Questions)
- Loonstroken & jaaropgaven (Pay slips & annual statements)
- Ziek melden (Sick Reporting)
- Goed Werkgeverschap (Workplace Investment)



## Declaration

You declare expenses and/or vacation hours through [Mijn Driessen](#).

## Hourly rate, vacation allowance and end-of-year bonus

Would you like vacation allowance and end-of-year bonus paid directly with your hourly wage? Please indicate this in Mijn Driessen -> Goed Werkgeverschap (Good Employment Practices) -> Keuzeregeling (Choice Scheme).

## First aid in case of illness

### I'm sick. What now?

**Step 1**  
You report sick to your immediate supervisor.

**Step 2**  
You report sick before 9 a.m. via [Mijn Driessen](#) > Mijn administratie (My administration) or via the Mijn Driessen app.

**Step 3**  
Depending on the expected duration of absence, the absence counselor will make arrangements with you for the next contact moment (contact after one or two days, depending on the nature of the absence).

### I have been recovered. What now?

**Step 4**  
You report better to your supervisor.

**Step 5**  
You report better to Driessen at [Mijn Driessen](#) > Mijn administratie (My administration).



## Employment agency at your service

We distinguish ourselves as a temporary employer by being at your service. That's why we make **five work promises** to you when you start working through us. Promises that go beyond a contract.

**1** We promise to keep you meaningful at work.

**2** We promise to invest in your development.

**3** We promise to make you work happy.

**4** We promise to look at who you are and what you can.

**5** We promise to keep you vital and financially healthy.

## Are you satisfied?

With your feedback we can constantly improve our services to better suit your needs.

That is why we regularly ask you what you think of our services. Valuable for you and for us.

## End of study in sight?

At the time your studies end, you are required to report this to Driessen. The best way to do this is to send an e-mail to [utstudentenbanen@driessen.nl](mailto:utstudentenbanen@driessen.nl)

